

<b>MISTAKES ON THE INSPECTION REPORT</b>	The inspection report must be read carefully before printing to determine that all information and spelling is correct.
	<p>To make the inspection report as error free as possible:</p> <ul style="list-style-type: none"><li>• run “Spell Check”</li><li>• check that all citations are correct</li><li>• for Categories I, II and IV, check that the section/subsection is the same cited on the previous inspection(s). If the incorrect section or subsection was cited, cite the correct section and subsection and add: “Cited incorrectly under (<i>section/subsection #</i>) on (<i>date</i>) inspection.”</li><li>• reread the narrative section for appropriate wording to describe the problem</li></ul> <p>If minor errors are noted during the exit briefing:</p> <ul style="list-style-type: none"><li>• cross through the mistake with one line (NOTE: Do NOT black out the incorrect information), and</li><li>• initial any changes</li></ul> <p>If major or multiple errors are noted during the exit briefing:</p> <ul style="list-style-type: none"><li>• correct the report on the computer, and</li><li>• reprint the appropriate pages</li></ul>